



**P/T LIBRARY ASSISTANT I
LAKE PARK PUBLIC LIBRARY**

Under the direct supervision of the Library Director, responsible for the provision of customer service at the Library's circulation desk and providing basic information about Library materials. Also responsible for shelving materials and performing circulation functions at the circulation desk, basic clerical activities in support of all library services, and some basic cataloging tasks as needed. Must be able to work 20 hours per week including some nights and weekends. High School Diploma or equivalent, or currently enrolled in accredited high school required. Previous experience working in a library or as a library volunteer preferred. Basic computer and Internet skills required. Pay Range: \$11.59 to \$17.35 per hour. **Deadline for Receipt of Applications: 5:00 p.m. on October 10, 2016. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.**